

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Customer Service Department
FNB Bank

[Bank Address]
[City, State, Zip Code]

Subject: Dispute Resolution Request - [Your Account Number]

Dear FNB Bank Customer Service,

I hope this letter finds you well. I am writing to formally dispute an error on my account [Your Account Number] that I believe requires your attention.

The details of the dispute are as follows:

- **Transaction Date:** [Date of Transaction]
- **Transaction Amount:** [Amount]
- **Description of the Transaction:** [Description]
- **Nature of Dispute:** [Explain clearly what the issue is, e.g., unauthorized transaction, incorrect charge, etc.]

I have attached copies of relevant documentation supporting my dispute, including [list any documents, such as bank statements, receipts, etc.].

I kindly request that you investigate this matter and provide a resolution at your earliest convenience. Please confirm receipt of this letter and inform me of the steps that will be taken to address my dispute.

Thank you for your prompt attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]